

MOTOR VEHICLE OPERATION AND MAINTENANCE

The budget process is the most appropriate method for requesting vehicles. Agencies are expected to include complete FY 2008 vehicle needs within the FY 2008 budget request. **Out-of-budget-schedule vehicle requests during FY 2008 are discouraged and DBM will limit the consideration of such requests during FY 2008.** During FY 2008 if an agency determines that an unscheduled vehicle requires replacement, the agency must substitute the needed vehicle replacement with a scheduled FY 2008 vehicle replacement. Out-of-schedule vehicle requests required due to “new” programs and federal award funding are to be submitted as a deficiency request for FY 2008.

Each agency should carefully consider the utilization of its state motor vehicle fleet in terms of annual mileage and consistent use before submitting requests for replacement/additional vehicles for the FY 2008 budget. This fleet review should also include an effort to downsize the fleet, especially for vehicles assigned to headquarters staff. Fleet analysis must also include a review of field staff vehicle usage. From a cost savings standpoint, field staff currently traveling in private vehicles that generate excessively high mileage (10,000 miles annually) and subsequently high POV reimbursements, are strong candidates for state motor vehicle assignments.

Each agency must complete a DBM-DA-8 form for motor vehicle categories within each subprogram. List the vehicles by VIN or serial number sequence using only the headings Vehicles To Be Replaced in FY 2008 or Additional Vehicles in FY 2008.

Provide the subtotal for each page on the first subtotal line. If there are multiple pages for one particular type of vehicle, complete the second subtotal line. At the completion of a subprogram listing, provide the subprogram total on the final line. This information is only needed for the replacement and additional vehicles requested for FY 2008. All new and replacement sedans, if approved, will be the Type 1-Standard State Sedan unless adequate justification is provided for a different type of vehicle.

DBM-DA8 (Motor Vehicle Operation and Maintenance)

The DA-8 includes a justification column that must contain the following information:

- Special circumstances, explanation of why low-mileage replacement vehicle should be considered for approval (damage beyond economical repair, extraordinary maintenance costs, etc).
- Reasons vehicles are being replaced with a different vehicle type.

DBM-DA8F (Alternative Fuel Vehicles)

The DA-8AF form was created for requests involving alternative fuel vehicles. Please organize requests by **specific alternative fuel type**.

PLEASE EMAIL ALL DA8 AND DA8F FORMS IN EXCEL FORMAT TO KURT STOLZENBACH: KSTOLZEN@DBM.STATE.MD.US.

Replacement Vehicles

An agency should determine if all the vehicles in its fleet are essential to program operations. A concerted effort to downsize fleets will assist the overall budget process. All replacement vehicles will be budgeted and requisitioned by size and type. A vehicle may be considered for replacement if its mileage will exceed 100,000 miles by March 2008. However, 100,000 miles is only a reminder that the potential exists to replace a vehicle; it is not the benchmark used for approval. DBM will review each vehicle request on a case-by-case basis. Requests to replace vehicles with lower mileage must be justified in writing.

Additional Vehicles

Additional vehicles should be requested only if:

- No existing vehicle can be reassigned to fill the need.
- The vehicle will be driven at least 10,000 miles per year.
- There is a cost savings (provide written justification).
- It is necessary to implement major legislation (provide legislation reference).
- Required to support operations at a new facility (indicate new facility).
- Required to implement a new initiative (indicate new initiative).

Sport Utility Vehicles – Does not apply to law enforcement agencies.

Agencies are requested to include a justification for each replacement and additional SUV request, using DBM's Fleet Administration Unit (FAU) criteria:

- Description of the primary purpose or use of the vehicle and the frequency of its use. Inclement weather is not a valid justification.
- Detailed explanation why existing agency SUV fleet cannot be realigned to meet the need.
- Detailed explanation proving that purchasing a smaller or alternative type of vehicle with options does not meet the needs of the agency.
- Detailed explanation demonstrating that the vehicle will be operated off-road more than 20% of the year.

Pricing

The Standard Rates and Schedules (pages 117-119) include price lists for vehicles using regular fuel and for alternative fuel vehicles (AFV). These schedules provide estimated purchase prices to replace different types of vehicles in the Request Year. These prices must be adjusted by the estimated trade-in value of each vehicle. Justification for any deviation in prices and trade-in values from those provided in this table must be provided on a DBM-DA-2 form. Use the net cost (after deduction of any applicable trade-in value) on the DBM-DA-8 form.

Commute Charges (0789)

The Fleet Administration Unit (FAU) has established a commute charge policy based on the actual miles traveled for a one-day round trip commute as opposed to a zone charge. The **DBM/FAU Commute Deduction Chart for FY 2008** (page 120) outlines the cost per round trip for sedans and light trucks and vans (LTVs). Agencies should multiply the round trip rate by the number of payrolls for each eligible commuter to calculate the FY 2008 budget request at a subprogram or program total level.

Vehicle Operating Costs (0702 – Gas & Oil and 0704 Maintenance & Repairs)

The total vehicle estimated mileage for the request year is no longer required within the DA-8 form because it is available in FleetMaster. This does not exempt the need for justification for Gas and Oil and Maintenance and Repair. The justification should be presented in either Column 19 of HOB0 or on a DBM-DA-2 form using one of the following calculation options:

- Rate per mile (see Standard Rates and Schedule)
- Actual expenditures plus a reasonable inflation assumption

Additional Information

If you have any questions pertaining to budgeting for vehicle operations and maintenance, please contact your DBM Budget Analyst or Larry Williams, DBM Fleet Administration Unit, (410) 260-7195, larryw@dbm.state.md.us